City of Seat Pleasant

Office of the City Administrator

A CITY OF EXCELLENCE SMART CITY

"Seat Pleasant offers Smart City Services that is better, faster and personalized making it a City for Me using information and communication technology, with the internet of things"

Department Name_____

Date of Report <u>December 28, 2017</u>____   **Reporting Period** <u>December 1-30, 2017</u>_____

Summarize significant department progress for the reporting period that is indicative of providing services that are better, faster and personalized.

The administration office has worked on a variety of issues pertaining to personnel rules and regulations, and ensuring that businesses are compliant with City codes, reviewing newsletter and monthly report submissions by city departments, and following up with finance on the final report to the forensic audit firm regarding the Verizon issues.

The city administrator spent an enormous amount of time reviewing and editing the legislative package to the city's representatives at the annual legislative breakfast, including developing the SMART theme and introductory letter for the package.

Please note that review of written material ensures that the City is well represented in terms of accuracy, content, grammar, formatting, and the elimination of typographical errors.

Follow-up has been conducted on the registation of vacant lots and buildings by Code enforcement.

Follow-up has also been conducted by public works on the clean-up of the Chesapeake Trail.

Please review the departmental reports for additional information.

Analyze department improvements that are needed and/or achieved based on the Smart City model.

Most departments are improving on the timeliness of submitting reports

Indicate problems identified, barriers encountered, and solutions reached.

Getting staff to consistently adhere to internal policies and controls.
Establishing a procedure for routine follow-up on outstanding issues.

Identify goals for the next reporting period.

The first draft of the Emergency Operations Pan will be reviewed the week of January 1, 2017

Examples of Goals

Goal _____% reduction in household consumable waste (based on statistics from refuse contractor)
Goal _____% increase in recyclables (based on statistics from refuse contractor)
Goal_____ % increase in green initiatives (e.g., number of shredding events, trees planted, electric cars purchased/used, number of bags/pounds of leaves mulched, implementation of rain gardens, etc.)
Goal _____% increase in educational/promotional/marketing events for residents re green initiatives (e.g., newsletter articles re composing trainings, use of rain barrels, etc.)

Supporting Documentation: Source: Office of the City Treasurer

Revenue

Line Item **$39,812**

FY____ Budget (Previous Year)	FY _____Budget (Current Year)	FY _____Actual (Current Year)

Expenditures

Line Item_____

FY_____ Budget (Previous Year)	FY _____Budget (Current Year)	FY _____Actual (Current Year)

Attachments: Photos, Newsletter articles, City of Seat Pleasant Green Team, etc.